

Health Resources and Services Administration (HRSA) Budget Revision Procedures For Hospitals and EMS Systems

In order to expedite the process for budget revision of HRSA funds please adhere to the following procedures. Should you have any questions regarding the procedures, please contact the Regional Bioterrorism (BT) Specialist for your area listed below. **Requests for budget revisions must be approved by the Office of Emergency Medical Services prior to the expenditure of re-budgeted funds.**

1. Follow hospital/EMS System procedures for determining what revisions are necessary to the approved budget.
2. Complete the "HRSA Bioterrorism Grant Budget Revision Request for Hospitals and EMS Systems" form. Be sure to include the PO number and the DFS number provided on the "HRSA Grant Hospitals with PO and DFS Numbers" document or the "HRSA Grant EMS Systems with PO and DFS Numbers" document. These documents are located on the OEMS website with other revision documents.
3. Clearly indicate the amounts of funds that will be moved from designated critical benchmarks to other designated critical benchmarks, e.g., "decrease" \$500 from Mutual Aid (CBM 3) and "increase" \$300 to Personal Protective Equipment (CBM 2-6) and \$200 to Communications and IT (2-10). The total amounts "decreased" and "increased" must always be equal.
4. Complete the "Justification" section of the "HRSA Bioterrorism Grant Budget Revision Request for Hospitals and EMS Systems" form, providing sufficient information to describe the rationale and amount(s) for all budget revisions.
5. The finance officer or designee must sign and date the "HRSA Bioterrorism Grant Budget Revision Request for Hospitals and EMS Systems" form. In order to expedite the review process for the budget revision, please e-mail the Regional BT Specialist an electronic copy of the form. After you receive an email indicating that the electronic form has been reviewed and no further changes are necessary, send the signed original of the form to the Regional BT Specialist.

Hospital BT Specialists

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